POSITION RESPONSIBILITY WRITE-UP

Position Title: Elementary Media Technology/Testing Assistant    Date: March, 2017
Department: Media and Technology Services    Location: Elementary
Accountable To: Principals, Media Specialist, District Testing Coordinator

Primary Objectives of Position
To function as a member of building media/tech teams under the direction of principals, media specialists and District Assessment Coordinator

MAJOR AREAS OF RESPONSIBILITY

Media Center Responsibilities
Supervises checking in, checking out, security and distribution of material and equipment to students and staff including print, non-print and interlibrary loan.
Assists with the ordering, receiving, processing, and discarding, inventorying of media center materials (including generating and updating MARC records).
Maintains financial records on all media center expenditures and reconciles with the district center. (budget, billing, verifications, fines, refunds, payments, account codes, etc.)
Answers telephone and in-person inquiries in a diplomatic and helpful manner and provides direct help or information.
Generates reports, including transaction lists, overdue notices, and circulation reports.
Monitors behavior of students in the media center in accordance with building values, mission and goals and helps maintain a positive, supportive, on-task learning environment.

Technology Support Responsibilities
Assists district technology services department with technology support.
Assists in maintaining computer labs and mobile devices.

Testing Coordinator Responsibilities
Coordinate testing schedules in cooperation with the principal, create testing sessions and print materials.
Work with the principal to conduct test proctor and test security training.
Ensure that all students complete/participate in the necessary assessments.

Organize accommodations and specialized technology computerized setups as needed.

Provide technical support for computerized testing devices.

Ensure that all users/test monitors have completed required training.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

Ability to prioritize work to best support the school learning environment, with direction from the principal (or designee), media specialist, and district testing coordinator.

Willingness to assist students and staff in developing their information technology skills.

Ability to work effectively as a team member with: media center staff, district media/technology department, administration, and others.

Ability to maintain a positive, supportive, on-task learning environment.

Ability to communicate courteously, sensitively, and with good will.

**OTHER WORK REQUIREMENTS**

Expected to consult with supervisor and/or district technology support when a problem arises.

Uses good judgment in communicating with staff and students.

Consults with supervisor on potentially controversial matters.